

C.3 SAMPLE REPORTS

Reports can be created in the COBISS3/Acquisitions module. These samples were prepared with the language set to English and in the form of a letter or fax to be printed out. Reports can also be prepared in the form that can be sent by e-mail (this form is not included only under lists of material that accompany shipments, apportionments among departments and labels with partners' addresses on them).

The following sample reports are enclosed:

1. order
2. order cancellation
3. claim for undelivered material
4. claim for received material
5. invoice claim
6. claim for invoice items
7. letter of thanks for a donor
8. notification about received material for the requestor
9. list that accompanies a shipment of exchange material
10. exchange-based order
11. list that accompanies a shipment of legal deposit material
12. apportionment among departments
13. label with partner's address on it

In the COBISS3/Acquisitions software, some other reports exist, customized to meet the demands of individual libraries. These samples are not enclosed (e.g. Request for order form, Order form).

1. Order

Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si
	Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
	Maribor, 27-Nov-2007
ORDER No.: 07-00192	
Dear Sir/Madam,	
We are pleased to send you an order for the following material:	
I. Ref. No.: 07-00192/1 ; ISBN=0-07-351717-8 Eradley, Julia Case: Advanced programming using Visual basic 2005. 3rd ed.. Boston [etc] : Mc Graw-Hill/Irwin, 2007 Quantity/UM= 22 copy/copies	
Delivery time: 11-Dec-2007	
Please, inform us as soon as possible, if the items are not available.	
Please, quote our VAT number on the invoice.	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagačič Head of Acquisition Dept.
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Default destination: Logical destination / Printer – Acquisitions

2. Order cancellation

<p>Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom</p>	<p>Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si</p> <p>Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722</p>
Maribor, 30-Nov-2007	
ORDER CANCELLATION No.: 07-00022	
Dear Sir/Madam,	
We are sending you a request for cancellation of the following ordered material:	
I. Ref. No.: 07-00193/1 ; ISBN=0-07-149303-4 Velte, Anthony ; Velte, Toby: Microsoft Windows Vista Administration : McGraw-Hill Osborne, 2007 Cancelled: 2 copy/copies ; Remain(s) ordered: 6 copy/copies Order date: 28-Nov-2007 ; Order No.: 07-00193	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagačič Head of Acquisition Dept.
<p>COBISS3/Acquisitions page 1/1</p>	

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3. Claim for undelivered material

Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si
	Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
	Maribor, 30-Nov-2007
CLAIM No.: N07-00014	
Dear Sir/Madam,	
We would like to let you know that we have not yet received the following material:	
I. Ref. No. : 07-00194/1 ; ISBN=978-1-4051-1170-6 Forsyth, Michael (ed.): Materials & Skills for Historic Building Conservation : Blackwell Publishing, 2008 Quantity/UM= 4 copy/copies ; Order date: 28-Nov-2007 ; Order No.: 07-00194	
We are asking you to supply the material, or inform us if the delivery is not possible.	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagacič Head of Acquisition Dept.
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Default destination: Logical destination / Printer – Acquisitions

4. Claim for received material

Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si
Maribor, 30-Nov-2007	
CLAIM No.: P07-00011	
Dear Sir/Madam,	
We regret to have to send you a claim for the following material received:	
I. Ref. No.: 07-00195/1 ; ISBN=978-0-88192-834-1 Rogers, Raymond Joseph: Pots in the garden : expert design and planting techniques. Portland : Timber Press, 2007 Quantity/UM claimed= 2 copy/copies	
Reference documents: Order date: 28-Nov-2007; Order No.: 07-00195 Material received on: 30-Nov-2007; Your delivery note No.: 07/357	
Note: Two out of sixteen copies received are damaged. We are returning the damaged copies to you. Please send us new copies as soon as possible.	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagačič Head of Acquisition Dept.
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Default destination: Logical destination / Printer – Acquisitions

5. Invoice claim

Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si
	Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
	Maribor, 05-Dec-2007
CLAIM No.: R07-00041	
Dear Sir/Madam,	
We regret to have to send you a claim concerning the following invoice received:	
Your invoice No.: 07/322 ; Date of invoice: 29-Nov-2007 Invoice total: USD 70.34	
Note: Invoice prices are higher than order prices. Please send us a new invoice.	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagačič Head of Acquisition Dept.
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6. Claim for invoice items

<p>Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom</p>	<p>Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si</p> <p>Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722</p>
Maribor, 30-Nov-2007	
CLAIM No.: R07-00040	
Dear Sir/Madam,	
We regret to have to send you a claim concerning the following invoice received:	
Your invoice No.: 07/322 ; Date of invoice: 29-Nov-2007	
<p>I. Ref. No.: 07-00196/1 ; ISBN=978-8-88192-817-4 Darke, Rick: The encyclopedia of grasses for livable landscapes. Portland : Timber Press, 2007 Order price/item: EUR 25.17; Invoice price/item: EUR 35.17</p> <p>Reference documents: Order date: 28-Nov-2007; Order No.: 07-00196 Material received on: 30-Nov-2007; Your delivery note No.: 07/322</p> <p>Note: You delivered 24 copies but invoiced 25. Please send us a new invoice.</p>	
<p>Yours faithfully,</p> <p>Andreja Kos</p> <p style="text-align: right;">Zora Lovrec Jagacic Head of Acquisition Dept.</p>	
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7. Letter of thanks for a donor

<p>Janez Novak Cankarjeva 101 SI - 2000 Maribor Slovenia</p>	<p>Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si</p>	<p>Maribor, 28-Nov-2007</p>
<p>Dear Sir/Madam,</p> <p>We would like to thank you for the following material, which you have sent to us as a gift:</p>		
<p>1. Blázquez Abascal, Jimena: Sculpture parks in Europe : a guide to art and nature 2. Olonetsky, Nadine: Sensations : a time travel through garden history</p>		
<p>We are pleased to inform you that this material will be included in our library collection, and made available to our users.</p> <p>Yours faithfully,</p> <p>Dragica Turjak Director</p>		
<p>COBISS3/Acquisitions</p>		<p>page 1/1</p>

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8. Notification about received material for the requestor

<p>Koncel Marija Slovenska c. 215 2000 Maribor Slovenia</p>	<p>Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si</p>
<p>NOTIFICATION</p>	<p>Maribor, 05-Dec-2007</p>
<p>Dear Sir/Madam,</p> <p>We would like to inform you that our library has acquired the material you requested.</p>	
<p>1. McGraw-Hill concise encyclopedia of science & technology. 5th ed.. New York [etc.] : McGraw-Hill, 2005. XI, 2651 str. : ilustr. ; 29 cm</p>	
<p>Yours faithfully, Andreja Kos</p>	<p>Zora Lovrec Jagačič Head of Acquisition Dept.</p>
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Default destination: Logical destination / Printer – Acquisitions

9. List that accompanies a shipment of exchange material

LIBRARY OF CONGRESS US - D. C. 20540-4181 Washington United States	National and University Library Acquisition Department Turjaška 1 SI - 1000 Ljubljana Slovenia Tel: +386 1 586 13 00 Fax: +386 1 586 13 11 Email: Acquisition@NUK.Uni-Lj.Si
Ljubljana, 27-Nov-2007	
LIST OF EXCHANGE MATERIAL No.: 07-00007	
Dear Sir/Madam,	
We are enclosing the following material acquired by exchange:	
I. Ref. No.: 07-00014/1 ; ISBN=961-6436-04-X Peace operations / [editor Tomaž Pörš ; photographs by service members of the Slovenian Armed Forces]. Ljubljana : Slovenian Armed Forces, 2005. 51 str. : ilustr. ; 27 cm Quantity/UM= 1 copy/copies	
Yours faithfully,	
Valerija Žagar	Irena Sešek Head of Acquisitions
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10. Exchange-based order

LIBRARY OF CONGRESS Acquisitions & Bibliographic Access Directorate US - D. C. 20540-4181 Washington United States	National and University Library Acquisition Department Turjaška 1 SI - 1000 Ljubljana Slovenia Tel: +386 1 586 13 00 Fax: +386 1 586 13 11 E-mail: Acquisition@NUK.Uni-Lj.Si
Ljubljana, 27-Nov-2007	
EXCHANGE-BASED ORDER No.: 07-00011	
Dear Sir/Madam,	
We would like to receive the following material on the basis of our exchange agreement:	
I. Ref. No.: 07-00011/1 ; ISBN=0-16-076772-5 Fallen, Arne_Catherine: A botanic garden for the nation : the United State botanic Garden. [Washington, D.C. : United States Congress, Joint Committee on the Library], 2006. Senate document, 109-19 Quantity/UM= 1 copy/copies Reference document: 07/77-k; Date: 23-Nov-2007	
We would be pleased to send you in exchange the desired material. Thanking you for your cooperation and looking forward to hearing from you soon.	
Yours faithfully,	
Valerija Žagar	Irena Sešek Head of Acquisitions
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Default destination: Logical destination / Printer – Acquisitions

11. List that accompanies a shipment of legal deposit material

University Library of Maribor Gospodna 10	National and University Library Acquisition Department
SI - 2000 Maribor Slovenia	Turjaška 1 SI - 1000 Ljubljana Slovenia Tel: +386 1 586 13 00 Fax: +386 1 586 13 11 E-mail: Acquisition@NUK.uni-lj.si
Fax: +386 2 252 60 87	
Ljubljana, 04-Dec-2007	
List of legal deposit monographs for NOVEMBER II (No.: 07-00097)	
Dear Sir/Madam,	
Please find enclosed the following legal deposit material:	
<p>1. Ref. No.: 07-00028/6; ISBN=978-86-11-17536-2 Muck, Desa: Anica in skrivnostna maska. Ljubljana : Mladinska knjiga, 2007. #Zbirka #Anica Quantity/UM= 2 copy/copies</p> <p>2. Ref. No.: 07-00028/1 100 let šolstva v Hruševju : 1906/07 - 2006/07 / [glavna urednica Pia de Paulis Debevec ; fotografije arhiv šole]. Postojna : Občina, 2007. 44 str. : ilustr. ; 21 cm Quantity/UM= 2 copy/copies</p> <p>3. Ref. No.: 07-00028/2 30 let Kumikovih priznanj / [izbrala in uredila Rosana Erlih in Boris Kuburic ; fotografije arhiv ZKO in nagajenci]. Trzin : Zveza kulturnih organizacij, 2003. 67 str. : ilustr. ; 22 cm Quantity/UM= 2 copy/copies</p> <p>4. Ref. No.: 07-00028/3; ISBN=978-961-6575-19-5 50 let načrtovanja družine v Mariboru : mednarodni znanstveni simpozij, Univerzitetni klinični center Maribor : = International Scientific Symposium, Maribor University Hospital, Maribor, 15. 6. 2007 / urednik, editor Iztok Takač ; [organizatorji Univerzitetni klinični center Maribor ... [et al.] ; prevajalka Marijana Gajšek Marchetti ; fotografije Marjeta Gornik, Jože Pristovnik, Jelka Simončič]. Maribor : Univerzitetni klinični center = University Hospital, 2007. 336 str. : ilustr. ; 27 cm + popravki Quantity/UM= 2 copy/copies</p> <p>5. Ref. No.: 07-00028/4 Correspondances : artists in residence from Eastern and South Eastern Europe in dialogue : a cooperation by KulturKontakt Austria and Tanzquartier Wien, Vienna, May 31 - June 2, 2007 / [editors Martina Hochamuth ... [et al.] ; translation David Ender]. Vienna; Ljubljana : KulturKontakt Austria; Tanzquartier; Maska, 2007. [15] str. : ilustr. ; 29 cm Quantity/UM= 2 copy/copies</p> <p>6. Ref. No.: 07-00028/5; ISBN=978-961-90267-4-8 Davčni dnevi, 1, 2007, Portorož: Zbornik referatov. Ljubljana : Republika Slovenija, Ministrstvo za finance, Davčna uprava Republike Slovenije, 2007. 69 str. : ilustr. ; 30 cm Quantity/UM= 2 copy/copies</p>	
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12. Apportionment among departments

COBISS.SI-ID: 19762 Title: Poirot Loses a Client Author: Christie, Agatha Language: English Publication year: 1984 Number of copies: 4 Price: EUR 18.00 Discount: 0.0 % VAT: 8.5 % Amount: EUR 78.12				Material ID: 4124 Supplier: MK Order item No.: 07-00160/1 Order date: 26-Oct-2007			
Department	Number of copies	Purpose of acquisition	Funds				
DP	1	own stock	FIN-07				
K	2	own stock	FIN-07				
TP	1	own stock	FIN-07				

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13. Label

Blackwell's Book Services
Hythe Bridge Street

GB - Oxford OX1 2ET
United Kingdom

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